

March 5, 2019  
**COST ESTIMATE LETTER**

Name: Beryl Lipton  
VIA EMAIL: [69573-74802951@requests.muckrock.com](mailto:69573-74802951@requests.muckrock.com)

**RE: TXPIA Request dated February 20, 2019 for records and information pertaining to Facial Recognition Software.**

Dear Beryl Lipton:

This letter is in response to your request for records for records and materials related to the solicitation, acquisition, and use of facial recognition technology and related software and services.

The City of Plano ("City") ran an email search to locate emails related to the above request. Given the nature of this request, computer programming needed to be done in order to retrieve the emails. This search resulted in 320 emails. Therefore, the City seeks to recoup the cost of such programming associated with this particular request, as provided by law, in this cost estimate.

As per Texas Administrative Code §70.3(d) (5), the City is providing this cost estimate.

As per Section 70.3(c)(1) of the Texas Administrative Code (T.A.C.), a public body can charge computer programming time associated with the execution of an existing program or to create a new program so that requested information can be retrieved and reproduced. The hourly charge for a programmer is \$28.50/ hour. The cost for computer programming related costs will be **1 hour x \$28.50 = \$28.50**.

Per Section 70.3(d)(3) of the T.A.C., the City is not charging labor for any time spent by an attorney, legal assistant, or any other person who reviewed the requested information to determine whether the governmental body could raise exceptions to disclosure under Texas Government Code, Subchapter C, Chapter 552. The City is also not charging for research or preparation of a request for a ruling by the Attorney General's office, pursuant to § 552.301 of the Texas Government Code.

As per Section 70.3(d)(4) of the T.A.C., when confidential information pursuant to a mandatory exception of the Act is mixed with public information in the same page, a labor charge may be recovered for time spent to redact, blackout, or otherwise obscure confidential information in order to release public information. The labor cost for redacting the information is \$15 per hour. It is estimated that the cost for redacting the information will be approximately **2.5 hours** (approximately 120 emails/hour). **2.5 hours x \$15.00 = \$37.50**.

As per Section 70.3(b)(1) of the T.A.C., all pages copied in order to comply with any **redaction obligations** may be charged \$.10 per page. Therefore, a copy cost for redacting the information may apply. The cost is \$.10 per page. It may be more cost effective to have emails copied to a CD, depending on how many pages you would like printed, if any. *(If this applies, include number of pages X \$.10 per page).*

Per Sections 70.3(e)(1-3) of the T.A.C., whenever any labor charge is applicable to a request, a governmental body may include in the charges direct and indirect costs, in addition to the specific labor charge, known as an overhead charge. The City elects not to include overhead charges.

Per Section 70.3(i) of the T.A.C., the City may charge for the actual costs of miscellaneous supplies, such as labels, boxes, and other supplies used to produce the requested information. The City is not seeking to recover costs for the miscellaneous supplies.

Per Section 70.3(j) of the T.A.C., governmental bodies may add any related postal or shipping expenses, which are necessary to transmit the reproduced information to the requesting party. Therefore, the final fee will include such charges, if necessary.

Itemized breakdown of costs:

**\$37.50** (*labor costs/manipulation of data*)  
**+ \$28.50** (*cost of programming*)  
  
**\$66.00**

Based upon the amounts above, the total cost estimate (also not including the cost of copies, if applicable) is **\$66.00**.

Please advise, **in writing**, if you accept the estimated charges, would like to modify your request or notify the City that you will file a complaint with the Texas Attorney General's Office. You may respond by mail, in person, by facsimile transmission or by electronic mail.

Once we receive your written approval concerning the above estimated cost, we will process your request.

Alternatively, please advise, **in writing**, if you would like to view the documents first. Prior to your inspection of these records, the emails must be converted from its native format, a Microsoft Outlook .pst file, to a .pdf file so that certain information could be prepared for public view and electronically redacted, where necessary. The emails would then be made available for inspection on a computer. In this case, the estimated time to manipulate the data is estimated to not take more than **2.5 hours**. The cost of programming would also remain the same. So, in accordance with §552.272 of the Texas Government Code, the estimated charges would not change. You may request to set a time and date to view the documents at City Hall and then confirm that you want to pay to receive part or all of the documents.

Payment to the City can be done via mail by check or in person by cash or check. Failure to respond within **ten (10) business days** as provided by §552.263 (f) of the Texas Government Code, will serve as withdrawal of your request.

Sincerely,

*/s/ Reggie Hollins*

Reggie Hollins  
Legal Technology Specialist  
City of Plano, Texas  
Tel. (972) 941-5379  
Fax. (972) 424-0099